

**Commonwealth of Massachusetts**

**Executive Office of Public Safety  
Programs Division**



**Juvenile Justice and Delinquency Prevention (JJDP) Act  
Federal Fiscal Year 2004 Formula Grant  
Application for Grant Funds**

**Mitt Romney  
Governor**

**Edward A. Flynn  
Secretary of Public Safety**

**Kerry Healey  
Lieutenant Governor**

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Assistant Secretary**

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## **Message from Secretary Edward A. Flynn**

April, 2004

Dear Applicant:

I am pleased to announce that the Massachusetts Executive Office of Public Safety is making available approximately \$1 million in Federal Fiscal Year 2004 funding under the federal Juvenile Justice and Delinquency Prevention Act (JJDP) Formula Grant Program, subject to the final award to Massachusetts through the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

The purpose of this program is to improve the lives of juveniles in the Commonwealth by preventing their involvement with the juvenile justice system and by improving the operation and services provided by the juvenile justice system. The FFY 2004 priority funding areas for the Commonwealth of Massachusetts JJDP Formula Grant Program are:

- Disproportionate Minority Contact
- Aftercare/Reentry
- Delinquency Prevention
- Diversion
- Substance Abuse
- Mental Health Services
- Gender-Specific Services
- School Programs

I recognize that the amount of funding available is small relative to the need for delinquency prevention and intervention services in the Commonwealth. For this reason, I seek to make strategic investments with this funding that will build capacity or develop repeatable models for intervention.

Funded projects will be selected through a competitive process. Selection criteria include ability to demonstrate an effective approach, either through connection to research results, or by replicating a program that has been shown through evaluation to be effective. It is my hope that judicious use of this federal funding will spur innovation that can be replicated in other communities around the state.

I look forward to your proposal.

Sincerely,

Edward A. Flynn  
Secretary of Public Safety

**Executive Office of Public Safety Programs Division  
Juvenile Justice and Delinquency Prevention Act Formula Grant  
FFY 2004 Application for Grant Funds**

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## **I. BACKGROUND**

### **Purpose of this Document**

The purpose of this document is to invite proposals under the Juvenile Justice and Delinquency Prevention Act (JJDP) Formula Grant Program for:

- Replication of proven programs to address juvenile justice and delinquency prevention, or
- Creation of new program models for addressing juvenile crime and delinquency.

For applicants seeking to replicate proven program models, we will provide technical assistance upon request to help you adapt the model to your specific needs. For applicants seeking to develop new models, we will work with you to develop appropriate program evaluation or performance assessment tools. Our goal is two-fold – we want to borrow what works and to not reinvent the wheel, but also want to foster new ideas that can be tested.

For purposes of this AGF, a “proven program” is one that has been evaluated and found to be effective. We have relied on the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the National Institute of Justice (NIJ), and the National Criminal Justice Reference Service (NCJRS) for examples.

### **Introduction**

The Massachusetts Executive Office of Public Safety (EOPS) Programs Division administers the federal Juvenile Justice and Delinquency Prevention Act (JJDP) Formula Grant Program. The JJDP of 1974, as amended, authorizes states to designate formula grant money to fund specific programs which offer a high probability of improving the functioning of the juvenile justice system and to prevent youth from entering the juvenile justice system. States may choose from up to thirty-four standard program areas.

### **Eligibility**

In accordance with Section 223(a)(5) of the JJDP, states may award formula grant funds to state agencies or units of general local government. A unit of general local government is defined as a city, county, or town. School districts are not considered units of local government. However, they may serve as the implementing agency.

## **II. PRIORITIES**

### **Massachusetts FFY04 Priority Program Areas**

The purpose of the JJDP Formula Grant is to implement promising and/or effective programs. The Commonwealth of Massachusetts has chosen to focus on eight areas for this year’s JJDP Formula Grant program:

- Disproportionate Minority Contact
- Aftercare/Reentry
- Delinquency Prevention
- Diversion
- Substance Abuse
- Mental Health Services
- Gender-Specific Services
- School Programs

### **Description of Priority JJDPA Program Areas**

**Aftercare/Reentry.** Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.

**Delinquency Prevention.** Funding in this area supports programs, research, or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be “at risk” of becoming delinquent. This category includes what is commonly referred to as “primary prevention.” This program area excludes programs targeted at youth already adjudicated delinquent, and those programs designed specifically to prevent gang-related or substance abuse activities.

**Disproportionate Minority Contact.** Programs, research, or other initiatives designed primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.

**Diversion.** Programs funded in this area are designed to divert juveniles from entering the juvenile justice system.

**Gender-Specific Services.** Services designed to address needs unique to the gender of the individual to whom such services are provided.

**Mental Health Services.** Services under this program area include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.

**School Programs.** Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.

**Substance Abuse.** Programs, research, or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

## Outcome Measures

Grantees will be required to submit quarterly progress reports, containing basic program statistics, along with race and gender-related data on program participants. Grantees should do their best to develop and implement outcome measures that effectively evaluate the success of their program by showing how the program has benefited targeted individuals or populations. Examples of outcome measurements are: less days absent from school for program participants; a decrease in detention rates or commitments to the Department of Youth Services for a targeted population; more effective responses to conflict for program participants; a decline in substance abuse for program participants, etc. Additional information and links on outcome measurements can be found at:

<http://national.unitedway.org/outcomes/initiatives/npsector.cfm> .

## III. BASIC PROGRAM INFORMATION

### Grant Award Match

There is no match required for this grant.

### Grant Award Period

The JJDPA Formula Grant programs will be twelve months. The project period begins when the grantee receives notification of execution of the contract by EOPS.

## IV. GRANT PROCESS

### Application Deadline

Applications must be unbound and typed double-spaced with one-inch margins. Applications must be submitted using the format described below. Please note that the signed Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters, and Drug-Free Workplace, Northern Ireland Notice and Certification, and Contractor Authorized Signature Verification Form (locals only) must be attached to your grant application. **\*An Original and two copies of the application must be received no later than 2 PM on Friday, May 28, 2004.**

**\*If applying under more than one Program Area, a separate application, including two copies, must be submitted for each Program Area.**

All applications must be mailed or hand delivered (No faxed or e-mailed applications will be accepted) to:

Executive Office of Public Safety Programs Division  
 One Ashburton Place, Suite 2110  
 Boston, MA 02108  
 Attention: Andrew Polk, Acting Juvenile Justice Specialist  
 Phone: 617-727-6300 x25333

### **Proposal Review Process**

EOPS Programs Division staff and a grants review committee will review proposals and make funding recommendations to the EOPS. Every proposal will be read and scored numerically by a minimum of two readers. The Secretary of Public Safety will make final decisions for awarding the JJDP Formula Grant funds. All proposals will be read and scored based on the following factors:

<b>Points</b>	<b>Category</b>	
15	Need	Demonstrated need for juvenile delinquency prevention and intervention programming in community served by proposed project. Applicants may use juvenile population figures, arrest data or DYS commitment data to demonstrate need.
15	Disproportionate Minority Contact (DMC)	Explanation of how the program will address Disproportionate Minority Contact. <i>To read more about DMC please consult the following links:</i> <a href="http://ojjdp.ncjrs.org/dmc/index.html">http://ojjdp.ncjrs.org/dmc/index.html</a> <a href="http://www.jrsa.org/jjec/programs/dmc/index.html">http://www.jrsa.org/jjec/programs/dmc/index.html</a>
20	Research Link	For replication programs, strength of evaluation results for model program to be replicated. For new experimental programs, points awarded based on theoretical link to existing research and evaluation results on what works in juvenile justice programming.
10	Capacity	Proven track record of management team proposed for project.
10	Sustainability	Ability to leverage federal funds into a stable long-term program that may be supported at the local level.
10	Measurement	Ability to clearly define data that will be collected to measure program progress.
20	Cost Effectiveness	Ability to achieve results with modest resources.
<b>Total:</b>		
<b>100</b>		

## **Bidders' Conference**

A bidders' conference will be held on Thursday, April 29, 2004, 9:00 a.m.-11:00 a.m. at Best Western, 624 Southbridge Street, Auburn, MA 01501. The Commonwealth of Massachusetts has strict guidelines that govern the bidding process. We strongly recommend that the person responsible for writing your application attend the bidders' conference. If that person is not available, we recommend that a representative from your agency attend and take notes.

**Answers given verbally at the conference will not be provided in writing or available from our office after the conference.** Due to the tight time frame between the release of the 2004 application and the bidder's conference, EOPS will continue to answer questions regarding the application that are submitted in writing to [Andrew.Polk@state.ma.us](mailto:Andrew.Polk@state.ma.us) or Andrew Polk, Acting Juvenile Justice Specialist 1 Ashburton Place Suite 2110 Boston, MA 02108, but they must be time stamped or postmarked by Friday May 7<sup>th</sup>. The questions and our responses will be posted on the Programs Division website in the "What's New" section by Friday May 14<sup>th</sup> which can be found at this link: <http://www.state.ma.us/ccj/update.htm>. Verbal questions and answers at the bidder's conference and written questions submitted by May 7<sup>th</sup> along with written responses are the only allowable communications between your agency staff and our staff between April 29, 2004 and the application deadline of May 28, 2004.

During the open bid process, state regulations permit potential bidders to correspond only with the following person at the EOPS Programs Division:

Andrew Polk  
Acting Juvenile Justice Specialist  
(617) 727-6300, ext. 25333  
[andrew.polk@state.ma.us](mailto:andrew.polk@state.ma.us)

Contact with other employees at the EOPS or the EOPS Programs Division may result in your agency forfeiting its right to bid for FFY 2004 JJDPA Formula Grant funding.

## **V. APPLICATION INSTRUCTIONS**

### **Instructions for the FFY 2004 JJDPA Formula Grant Program Application**

A plan to reduce juvenile crime must address the program areas chosen and the following components must be completed for each Program Area addressed. For an applicant interested in more than one Program Area, separate applications must be submitted for each JJDPA Program Area addressed.

#### **1. Program Description (Four page limit)**

- ☐ Note the type of program being implemented: replication or experimental. For replication proposals, name the program model that is being followed. Describe the services/activities to be performed. For experimental programs state how the program is linked to existing research.
- ☐ Describe the targeted geographic area and the identified needs of the area.



- ❑ Describe the role of the implementing agency, and the number and type of staff to be supported with requested funds. If possible, describe the qualifications of the management team and other staff proposed for the project.
- ❑ State the anticipated number and type of juveniles to be served by the programs. Provide an anticipated number/percentage of minority youth to be served. Explain how your program will address disproportionate minority contact in your community, in your region, or in Massachusetts.
- ❑ Describe how the program will engage juveniles into the program.
- ❑ Include information that illustrates community support for your program or collaborations with other agencies. Letters of support from key members of the community may be included to demonstrate community involvement, collaboration, and readiness.
- ❑ Describe how the applicant/implementing agency will sustain the program for continuation beyond the one-year project period once federal JJDP Formula Grant funds are exhausted.
- ❑ Describe how the program will be able to achieve results with modest resources.

**2. Analysis/Justification (One page limit)**

Please include statistical information that justifies the need for this type of program within the targeted area. Some examples include arrest, substance abuse, truancy, and child abuse rates. Note minority youth population to address DMC.

**3. Program Goals, Objectives, and Measurement (Two page limit)**

Goals – Goals should state, in general terms, what you hope to accomplish with the grant. In stating these goals, be careful to describe the desired end and not the means to an end. That is, goals should represent the intended results of your initiative and not the activities that will be implemented to achieve those results (e.g. “hit a home run” is a goal, whereas “swing the bat” is a means to an end).

Objectives (for each goal) - Identify the specific operational objectives associated with the goals of the proposed program. These objectives should include measurable results related to the overall goals. Please state the objectives in concrete terms. Specify who and what will change, by how much, and over what period of time. The more specific the objectives are, the easier it will be to determine if the program is achieving them (e.g. reduce truancy at school X by 10%).

Measurement – Please describe what data will be collected to measure program progress.

**4. Implementation Plan and Timeline (Two page limit)**

Provide a detailed description of the basic project operations. For each objective, please provide the following information:

- ❑ A detailed description of the activities to be carried out;

- ❑ Identification of project personnel involved and their duties; and
- ❑ A description of how long it will take to complete each activity with specific start and end dates.

A twelve month grant is a short period of time. Please describe how you plan to get the program up and running without delay.

**5. Budget Narrative and Details (One page limit)**

Applicants must submit a 12-month operating budget. Each budget item must be explained in sufficient depth to permit meaningful evaluation of the grant application. This section should describe how the proposed budget enables the applicant to implement the project and achieve its goals and objectives. The questions: “how much,” “for whom,” “at what rate,” “to what purpose” and “for how long” must be answered in each area. Budget categories are limited to: Personnel, Fringe, Contract Services, Travel, Office and Administrative Expenses, Equipment, Indirect Costs, and Other Expenses. **Remember, if applying for more than one JJDPA Formula Grant Purpose Area, a separate application (including two copies) must be submitted.**

**6. Other Grants**

Please complete the following chart for current year and future year funding for your organization:

<b>Project Name</b>	<b>Current EOPS Grant \$</b>	<b>EOPS Grant(s) Applied For</b>	<b>Other Current Grant Support</b>	<b>Other Grants Applied For</b>

**7. Certifications/Forms**

Be sure to sign (in blue ink) and submit the following documents with your application:

- ✓ Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (See Attached Form)
- ✓ Northern Ireland Notice and Certification (See the Comm-PASS Forms & Information Page at <http://www.comm-pass.com/comm-pass/forms.asp>)
- ✓ Contractor Authorized Signature Verification Form – for Local Units of General Government only (See the Comm-PASS Forms & Information Page at <http://www.comm-pass.com/comm-pass/forms.asp>).

**Subgrantee Requirements**

Successful applicants will receive a comprehensive grant-award package detailing all requirements of the grant. A summary of grant requirements is provided here for your information and for your benefit in preparing a proposal.

**Eligibility Requirements**

- ❑ Non-profit agencies cannot sub-contract to state agencies or local units of government. However, state and local governmental agencies can sub-contract to non-profit agencies.

### **Fiscal and Budget Requirements**

- ❑ Supplanting of funds is prohibited. Funds for programs and services provided through this grant are intended to supplement not supplant other state or federal funding sources. Specifically that means that no position previously funded by the Massachusetts Legislature through a state agency may be supported with JJDPa Formula Grant funds.
- ❑ Any administrative costs paid with grant funds must be relevant to the implementation of the JJDPa Formula Grant funded project **and may not exceed 15% of the total federal request. Administrative costs in excess of 15% may be submitted only with the expressed written permission of the JJDPa Formula Grant program manager. Such permission must be submitted with the grant application.**
- ❑ No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, and rugs.
- ❑ No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from Executive Office of Public Safety (EOPS) Programs Division.
- ❑ **No consultant or trainer may be paid more than \$450 per day for an eight-hour workday without the prior written approval of the U.S. Department of Justice.** Requests for a waiver of this requirement with documented justification must be made in writing at the time of application. The Executive Office of Public Safety Programs Division will submit the request to the Office of Juvenile Justice and Delinquency Prevention. (**NOTE:** \$450/day is considered a **maximum charge** for consultants or trainers and should be an exception. It is **not** the standard consultant/trainer fee.)
- ❑ No grant funds may be spent for food or beverages without prior approval of the EOPS Programs Division. Requests should be made in writing as part of the application and accompanied by documentation of the anticipated expense(s).
- ❑ Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive JJDPa Formula Grant funding along with other Federal funds must treat the funds independently with separate cost and reporting centers.
- ❑ Non-federal entities that expend \$500,000 or more in 2004 in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget circular A-133 found at (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>). Applicant local units of government must submit a copy of their FY 2002 audit along with their grant applications.
- ❑ A minimum of three bids must be solicited when grant funds are used for purchases of services, supplies or equipment that cost over \$500.

- ❑ Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees (e.g., time cards).
- ❑ In addition to the requirements set forth above, successful applicants are required to agree to and abide by all state and federal rules, regulations and conditions pertaining to the receipt, administration and management of federal funding.

### **Programmatic Requirements**

- ❑ All grantees must subscribe to the free JJDP Formula Grant listserv. To be added to the listserv, contact [andrew.polk@state.ma.us](mailto:andrew.polk@state.ma.us).
- ❑ In accordance with Office of Juvenile Justice and Delinquency Prevention regulations, the Commonwealth of Massachusetts is committed to assessing and addressing Disproportionate Minority Contact (DMC) within the Massachusetts juvenile justice system. The EOPS anticipates that all programs will directly or indirectly address DMC and asks that applicants be cognizant of their program's potential impact on DMC. Disproportionate Minority Contact refers to the overrepresentation of minority youth in the juvenile justice system at all points in the juvenile justice process. This includes arrest, alternative lockups, pre-trial detention, sentence to probation, indictment as a youthful offender, secure confinement, and non-secure confinement. For more information on DMC, please visit [www.ojjdp.ncjrs.org/dmc/index.html](http://www.ojjdp.ncjrs.org/dmc/index.html).
- ❑ Grants must complete quarterly programmatic and financial progress reports and submit them to EOPS within 15 days of the end of the quarter.
- ❑ Grantees are requested to participate in EOPS surveys. Surveys are designed to evaluate JJDP Formula Grant programs and enable the EOPS Programs Division to learn about successful endeavors.
- ❑ Grantees are requested to cooperate with EOPS Programs Division monitoring of both fiscal and programmatic progress, including desk reviews and on-site visits. Resolution of issues raised at site visits, in desk reviews or through a corrective action plan.
- ❑ All publications, (e.g., written, visual or sound), published or produced with the use of JJDP Formula Grant funds must contain the following statement:

*This project was supported by Grant # 2004-JF-FX-xxxx\* awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice to the Massachusetts Executive Office of Public Safety Programs Division and subgranted to [grantee's name]. Points of view in this document are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Massachusetts Executive Office of Public Safety Programs Division.*

*\* specific grant number should be incorporated and will be available in the coming months.*

### **Notification of Awards**

The EOPS Programs Division will determine all awards. Notification letters will be sent to the successful applicants specifying the grant award amount. It is anticipated that grant awards will be announced on or about July, 2004.



**Executive Office of Public Safety Programs Division  
FFY 2004 Juvenile Justice & Delinquency Prevention Act Formula Grant Cover Page**

1. Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

2. Authorizing Official:

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_  
(signed in BLUE ink)

3. Implementing Agency (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_

4. Financial Officer: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Project Director: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

7. Program Area Addressed (Only one)\*: \_\_\_\_\_

8. Project Title: \_\_\_\_\_

9. Federal award amount requested: \$ \_\_\_\_\_

\*If applying under more than one Program Area, please remember, a separate application (including two copies) must be submitted for each Program Area.

## Resources: Proven Effective Programs

We encourage applicants to consult these and other sources for proven models. Our goal is to replicate in Massachusetts the program models that have been successful elsewhere, while customizing them to our own environment.

### Good Websites to Find Listings of Program Models That Have Been Successful Elsewhere<sup>1</sup>

- **Blueprints for Violence Prevention**

<http://www.colorado.edu/cspv/blueprints/index.html>

The Center for the Study and Prevention of Violence (CSPV) has designed and launched a national violence prevention initiative to identify violence prevention programs that are effective. The project, called Blueprints for Violence Prevention, has identified 11 prevention and intervention programs that meet a strict scientific standard of program effectiveness. The 11 model programs, called Blueprints, have been effective in reducing adolescent violent crime, aggression, delinquency, and substance abuse. Another 21 programs have been identified as promising programs. To search model programs, go to: <http://www.colorado.edu/cspv/blueprints/model/overview.html> or just click on “Model Programs” on the main webpage. To search promising programs go to: <http://www.colorado.edu/cspv/blueprints/promising/overview.html> or just click on “Promising Programs” on the main webpage.

- **Development Services Group (DSG)**

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/pepg\\_int.htm](http://www.dsgonline.com/webeffects/dhtml_slide_tree/pepg_int.htm)

The Development Services Group (DSG) guide and database are designed to assist communities in identifying delinquency prevention strategies that will fit their specific needs and enhance their individual efforts. The main purpose of the Guide and Database is to provide communities with information to locate scientifically tested and proven (evidence-based) delinquency prevention programs and strategies to ensure that their efforts can make a difference. The easiest way to search this database is to go to this page: [http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_INTRO\\_Splash.asp](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_INTRO_Splash.asp) and then click on “Search for Programs by Program Type” or “Browse All Programs.”

- **Substance Abuse and Mental Health Services Administration Model Programs (SAMHSA)**

<http://modelprograms.samhsa.gov/template.cfm?page=default>

The SAMHSA Model Programs featured on this site have been tested in communities, schools, social service organizations, and workplaces across America, and have provided solid proof that they have prevented or reduced substance abuse and other related high-risk behaviors. Programs included have been reviewed by SAMHSA's National Registry of Effective Programs and Practices (NREPP). There are listings of model programs, effective programs and promising programs. Model Programs are well-implemented, well-evaluated programs, meaning they have been reviewed by the NREPP according to rigorous standards of research. Effective Programs are well-implemented, well-evaluated programs that produce a consistent positive pattern of results. The difference between

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<sup>1</sup> Also called science-based or evidence-based programs.

model and effective programs is that the developers of the effective programs have yet to agree to work with SAMHSA/CSAP to support broad-based dissemination of their programs but may disseminate their programs themselves. Promising Programs have been implemented and evaluated sufficiently and are considered to be scientifically defensible. They have demonstrated positive outcomes in preventing substance abuse and related behaviors. However, they have not yet been shown to have sufficient rigor and/or consistently positive outcomes required for Effective Program status. Nonetheless, Promising Programs are eligible to be elevated to Effective status subsequent to review of additional documentation regarding program effectiveness. Go to: [http://modelprograms.samhsa.gov/template\\_cf.cfm?page=model\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list) to search model, effective and promising programs.

## **Resources & Articles**

- **Preventing Crime: What Works, What Doesn't, What's Promising**

<http://www.ncjrs.org/works/index.htm>

This National Institute of Justice report, published in July 1997, discusses a congressionally mandated evaluation of State and local crime prevention programs funded by the U.S. Department of Justice. What works to prevent crime, especially youth violence? Out of all the hundreds of different strategies used in communities, families, schools, labor markets, places, police, and criminal justice, which ones succeed, and to what extent? What does the scientific evidence suggest about the effectiveness of federally funded crime prevention? Very few operational crime prevention programs have been evaluated using scientifically recognized standards and methodologies, including repeated tests under similar and different social settings. Based on a review of more than 500 prevention program evaluations meeting minimum scientific standards, the report concludes that there is minimally adequate evidence to establish a provisional list of what works, what doesn't, and what's promising.

- **Best Practices of Youth Violence Prevention: A Sourcebook for Community Action**

<http://www.cdc.gov/ncipc/dvp/bestpractices.htm>

This sourcebook, from the Centers for Disease Control, contains the best knowledge available about several strategies designed to prevent youth violence. These strategies are among those with the strongest evidence base for reducing youth violence.

- **National Criminal Justice Reference Service**

<http://virlib.ncjrs.org/JuvenileJustice.asp>

This juvenile justice webpage contains a vast amount of juvenile justice resources and publications relating to issues such as gangs, juvenile corrections, juvenile delinquency prevention, missing and exploited children, juvenile substance abuse, and family strengthening.

**Examples Of Program Models That Have Been Successful Elsewhere** (For more programs go to the DSG website, the Blueprints website or the SAMHSA website listed in the beginning of this document).

- **Communities that Care – Risk-focused Prevention**

<http://www.communitiesthatcare.org.uk/aboutus.htm>



Research shows there are influential risk factors in children's lives that increase the chances they will develop health and behavior problems as they grow older. Equally important, there are protective factors that help to shield young people from problems in circumstances that would otherwise place them at risk. Using a step by step approach, Communities that Care makes it possible to map factors in the lives of local children that are making it less likely they will experience school failure, school-age pregnancy and sexually transmitted diseases; or become involved in drug abuse, violence and crime.

- **Comprehensive Gang Strategy**

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_Table\\_Ind\\_Rec.asp?ID=36](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_Table_Ind_Rec.asp?ID=36)  
<http://www.iir.com/nygc/>

The Comprehensive Gang Model, or the Spergel model as it is often called, involves providing five core strategies through an integrated and team-oriented problem-solving approach: 1) community mobilization; 2) the provision of academic, economic, and social opportunities where special school training and job programs are provided to encourage gang members to desist or decrease participation in criminal gang activity; 3) social intervention using street outreach workers to engage gang-involved youths; 4) gang suppression activities that include formal and informal social control procedures of the juvenile and criminal justice systems and community agencies and groups; and 5) organizational change and development of the involved agencies.

- **Functional Family Therapy (FFT)**

<http://www.colorado.edu/cspv/blueprints/model/programs/FFT.html>

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_Table\\_Ind\\_Rec.asp?ID=72](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_Table_Ind_Rec.asp?ID=72)

Functional Family Therapy (FFT) is a family-based prevention and intervention program that has been applied successfully in a variety of contexts to treat high-risk youths and their families. The program is designed for youths ages 11 to 18 at risk for or presenting with delinquency, violence, substance abuse, conduct disorder, oppositional defiant disorder, or disruptive behavior disorder. FFT integrates several elements (established clinical theory, empirically supported principles, and extensive clinical experience) into a clear and comprehensive clinical model. The FFT model allows for successful intervention in complex and multidimensional problems through clinical practice that is flexibly structured and culturally sensitive. The model includes five phases: 1) engagement, 2) motivation, 3) assessment, 4) behavior change, and 5) generalization.

- **LifeSkills Training**

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_Table\\_Ind\\_Rec.asp?ID=104](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_Table_Ind_Rec.asp?ID=104)

LifeSkills Training is a universal classroom-based substance abuse prevention program that teaches general personal and social skills in combination with drug resistance skills and normative education. The program's 3-year prevention curriculum for middle and junior high school students features three major content areas: 1) drug resistance skills and information, 2) self-management skills, and 3) general social skills. The curriculum includes booster sessions. LifeSkills Training targets individuals who have not yet initiated substance use, and is designed to prevent the early stages of substance use by influencing risk factors associated with substance abuse, particularly occasional or experimental use. The program has been tested in urban and suburban schools with Caucasian, African-American, Hispanic, and Asian-American students in grades 7

through 12 (ages 11 to 18).

- **Multidimensional Treatment Foster Care**

<http://www.colorado.edu/cspv/blueprints/model/programs/MTFC.html>

<http://www.surgeongeneral.gov/library/youthviolence/chapter5/appendix5b.html#MultidimensionalTreatment>

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_Table\\_Ind\\_Rec.asp?ID=117](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_Table_Ind_Rec.asp?ID=117)

Multidimensional Treatment Foster Care (MTFC) is a cost effective alternative to group or residential treatment, incarceration, and hospitalization for adolescents who have problems with chronic antisocial behavior, emotional disturbance, and delinquency. Community families are recruited, trained, and closely supervised to provide MTFC-placed adolescents with treatment and intensive supervision at home, in school, and in the community. Clear and consistent limits are set with follow-through on consequences, and positive reinforcement is given for appropriate behavior. A relationship with a mentoring adult is fostered and the youth is separated from delinquent peers. An evaluation of treated boys found that participants spent significantly more days in placements, were less likely to run away from placements, and spent twice as many days living with families or relatives. One year after leaving treatment, treated boys had significantly larger decreases in arrest rates than controls, significantly fewer arrests overall, and were significantly more likely not to have been arrested during follow-up.

- **Multisystemic Therapy**

<http://www.colorado.edu/cspv/blueprints/model/programs/MST.html>

<http://www.ncjrs.org/pdffiles/171121.pdf>

Multisystemic Therapy (MST) is an intensive family- and community-based treatment program that addresses the multiple determinants of serious antisocial behavior of chronic, violent, or substance abusing juvenile offenders, ages 12 to 17, at high risk of out-of-home placement. MST strives to promote behavior change while in the youth's natural environment, using the strengths of each system (e.g., family, peers, school, neighborhood, indigenous support network) to facilitate change. Evaluations of MST have demonstrated for serious juvenile offenders: reductions of 25-70% in long-term rates of rearrest, reductions of 47-64% in out-of-home placements, extensive improvements in family functioning, and decreased mental health problems for serious juvenile offenders.

- **The PATHS**

<http://www.colorado.edu/cspv/blueprints/model/programs/PATHS.html>

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_Table\\_Ind\\_Rec.asp?ID=185](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_Table_Ind_Rec.asp?ID=185)

The PATHS (Promoting Alternative THinking Strategies) Curriculum is a comprehensive program for promoting emotional and social competencies and reducing aggression and behavior problems in elementary school-aged children while simultaneously enhancing the educational process in the classroom. This innovative curriculum is designed to be used by educators and counselors in a multi-year, universal prevention model. Although primarily focused on the school and classroom settings, information and activities are also included for use with parents.

- **Second Step: A Violence Prevention Curriculum**

[http://www.dsgonline.com/webeffects/dhtml\\_slide\\_tree/TitleV\\_MPG\\_Table\\_Ind\\_Rec.asp?ID=20](http://www.dsgonline.com/webeffects/dhtml_slide_tree/TitleV_MPG_Table_Ind_Rec.asp?ID=20)

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[http://www.cfchildren.org/program\\_ss.shtml](http://www.cfchildren.org/program_ss.shtml)

Second Step: A Violence Prevention Curriculum is a classroom-based social skills program for students in preschool through junior high (ages 4 to 14) that seeks to reduce impulsive, high-risk, and aggressive behaviors and increase children's socioemotional competence and other protective factors. Intended for use with a broad population of students, the program has been proven effective in geographically diverse cities in the U.S. and Canada, in classrooms varying in ethnic/racial makeup (predominantly African-American, predominantly European-American, or highly racially mixed), and in schools with students of varied socioeconomic status.

### **Final Check List**

**Be sure your final application includes:**

- ☐ A completed Grant Application Cover Page (be sure to sign in blue ink)
- ☐ Program Description
- ☐ Analysis/Justification
- ☐ Program Goals and Objectives
- ☐ Implementation Plan and Timetable
- ☐ Budget Narrative and Details
- ☐ Other Grants
- ☐ Letters of Support/Memoranda of Agreement
- ☐ Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters and Drug-Free Workplace are signed by an authorized official and enclosed

**Certifications Regarding, Lobbying, Debarment, Suspension, Other Responsibility Matters and Drug-Free Workplace**

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE  
REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instruction for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). "The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ If there are workplaces on file that are not identified here.

☐ Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ If the State has elected to complete OJP Form 4061/7.

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date